

DSCC-VS

September 8, 1997

MEMORANDUM FOR DISTRIBUTION LIST-GOVT/MILITARY/INDUSTRY

SUBJECT: PARTS STANDARDIZATION AND MANAGEMENT COMMITTEE MEETING

The Parts Standardization and Management Committee has scheduled their next meeting.

DATE: November 3-7, 1997

PLACE: Embassy Suites/Mandalay  
2101 Mandalay Beach Road  
Oxnard, CA 93035-3699

Phone: 1-805-984-2500

Fax: 1-805-984-8339

- NOTES:
1. The Executive Steering Committee will be meeting on November 3 at 1:00 PM.
  2. The general committee meeting is scheduled to start on Tuesday, November 4th at 8:00 AM.
  3. The following room rate is for all - Industry/Mil/ Govt:  
\$97.00 per person/per day/single
  4. A 10% state tax/occupancy tax will be added to the room rate of the Industry attendees.
  5. The hotel accepts the tax exempt form. Govt/Mil attendees must provide a copy of their travel orders with the tax exempt form.
  6. A block of rooms have been reserved under the name:

NATIONAL PARTS CONTROL COMMITTEE

Everyone must register under the group name in order to receive the group rate.

7. Cut-off date for reservations is October 16, 1997.

No Exceptions!

8. There will be an administrative fee of \$55.00 to cover the cost of the meeting rooms. This fee will be added onto everyone's hotel bill and will be posted separately under the heading "ADMIN FEE".

Please complete the attached form and fax back indicating if you will or will not be attending the meeting or if you do not wish to receive future meeting notices and would like to be removed from the distribution list. FAX: 1-215-697-5496 or DSN 442-5496. Responses may also be e-mailed to: gmacarthur@disch3.disc.dla.mil.

Directions to the hotel, transportation information and a preliminary agenda are also included as attachments.

For questions or additional information, please call Glenna MacArthur, DISC-PE, 1-215-697-6833 or DSN 442-6833.

/signed/

SAM MERRITT  
DSCC, Columbus, OH  
Government Co-Chair

LEE GRAY  
MICOM, Huntsville, AL  
Military Co-Chair

JOHN BECKER  
AlliedSignal Engines, Phoenix, AZ  
Industry Co-Chair

ATTACHMENTS

**Parts Standardization and Management Committee  
November 4-6, 1997**

**PRELIMINARY AGENDA**

**Tuesday November 4, 1997**

- 8:00 - 10:00      Main Group Meeting**
- . Introductions
  - . Overview of Committee and Meeting Agenda
  - . Code of Conduct
  - . Report from Steering Committee
  - . Review of Minutes from previous Meeting
  - . Review of Action Items
  - . Update on MPCAG White Paper
  - . MPCAG Survey Results
- 10:00 - 10:15      Break**
- 10:15 - 11:00      Charter Ratification Discussion and Vote**
- 11:00 - 12:30      Lunch**
- 12:30 - 1:30      DMS Workshop Discussion**
- 1:30 - 3:00      SPI/Block Change Update**
- 3:00 - 3:30      Corporate Baseline Update**
- 3:30 - 5:00      Update/Discussion on Subcommittee Progress**
- . Charter
  - . Education/Certification
  - . Marketing
  - . MPCASS
  - . DMS
  - . Data Requirements
  - . Part
  - . Industry/Corporate Baselines (new)
- New members sign up for subcommittees
- 5:00 - 7:30      Working Dinner**

**Wednesday November 5, 1997**

**8:00 - 9:00      Reconvene - Subcommittee overview/sign-up**

**9:00 - 5:00      Subcommittee Break-out**  
    . MPCASS  
    . Education/Certification  
    . Industry/Corporate Baselines  
    . Data Requirements

**Thursday November 6, 1997**

**8:30 - 3:00      Subcommittee Break-out**  
    . Marketing  
    . Education  
    . Charter (if necessary)  
    . MPCAGs  
    . Industry/Corporate Baselines  
    . DMS

**3:00 - 5:00      Main Group Reconvene**  
    . Summary, Wrap-up and Action Items

**Friday November 7, 1997**

**9:00 - 4:00      Meeting room will be available for any Subcommittee wishing to continue their meeting:**  
    . Education & Certification

**PRELIMINARY AGENDA**

**Monday November 3, 1997**

**9:00 - 1:00 Education Subcommittee Meeting**

**1:00 - 3:00 Steering Committee Meeting**

- . Meeting Minutes
- . Open Action Items
- . Communication between Meetings
- . Participation Letter (sign up sheet)
- . Milestone charts
- . Review committee progress & recommend improvements
- . Define objectives for subcommittees
- . Next Meeting - Agenda

**Steering Committee**

**Members of the Executive Board**

John Becker  
Lee Gray  
Sam Merritt

**Chairpersons of the Subcommittees**

Charter - Steve Cash/Jack Harlen  
DMS - Bahig Tawfello  
Education/Certification - Cindy Morrison  
Marketing - Pete Liscinsky/Al Herskovitz  
MPCASS/GFB - Carl Muncy  
Part/AIAA - Lee Gray

**Meeting Coordination**

Glenna MacArthur

**Secretary**

Ginger Payne

**3:00 - 4:00 MPCAG Meeting**

**The Embassy SuitesMandalay hotel is located 55 miles north of Los Angeles.**

2101 Mandalay Beach Road

Oxnard, CA

1-805-984-2500

**Directions VIA 101 Freeway**

101 Ventura Freeway North or South

Exit Victoria Avenue

Victoria South to West 5th Street

Right on West 5th Street to Harbor Boulevard

Left on Harbor Boulevard to Costa deOro

Right on Costa deOro to Hotel

**Directions VIA U.S. Highway 1:**

U.S. 1 Pacific Coast Highway North

Exit Channel Islands Boulevard

Right, over overpass, left on Channel Islands Boulevard

Right on Harbor Boulevard to Costa deOro

Left on Costa deOro to Hotel

**AIR SERVICE**

There is usually no additional charge to fly directly into Oxnard Airport over and above the cost of landing in Los Angeles when American Airlines or United is the Carrier. Complimentary transportation provided by the hotel to and from Oxnard Airport.

**AMTRAK TRAIN SERVICE**

Complimentary transportation provided by the hotel to and from the Amtrak Station in Oxnard.

**VAN SHUTTLES**

A number of van shuttle companies provide service to and from LAX and Burbank airports:

Road Runner Shuttle: \$40.00 per person/one way. Direct to hotel, ride share - 3 stops per van.  
1-800-247-7919 At least 48hrs advance notice for guaranteed reservations.

Ventura County Airporter Shuttle: \$20.00 per person/one way  
1-805-382-8300 \$35.00 round-trip - reservations required.

This is a mini-bus similar to a hotel bus - this bus runs on a schedule. Drop off at Oxnard Airport.  
Complimentary transportation provided by the hotel to and from Oxnard Airport.

**MANDALAY SHUTTLE BUS**

Courtesy telephone at Oxnard Airport, Baggage level or (805)984-2500.  
Please advise hotel prior to arrival if you will need the shuttle to pick you up.

**RENTAL CARS ARE AVAILABLE AT THE OXNARD AIRPORT**